



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-225

Date: March 5, 2010

1 FAM 270

BUREAU OF INFORMATION RESOURCE MANAGEMENT (IRM)

Changes

1. **1 FAM 275.2-5, Global Information Technology Modernization Division (IRM/OPS/ITI/GITM):** This division was formerly the Program Management and Analysis Office (IRM/OPS/PMA).
2. **1 FAM 275.3-6, Beltsville Messaging Center Division (IRM/OPS/MSO/BMC):** This division has been revised to show changes in the division's responsibilities as follows:
 - **1 FAM 275.3-6(A), Communications Operations Branch (IRM/OPS/MSO/BMC/OPS):** minor changes;
 - **1 FAM 275.3-6(B), Technical Services Branch (IRM/OPS/MSO/BMC/TS):** substantial functional changes; and
 - **1 FAM 275.3-6(C), Interagency Communications Support Activity Branch (IRM/OPS/MSO/BMC/ICSA):** this is a new branch.
3. Nonsubstantive editorial and format changes have also been made throughout subchapter 1 FAM 270.
4. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
5. Changes appear in *italic* and *dark magenta*. Italic and dark magenta provide a historical record of changes.
6. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook

series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 270 (CT:ORG-209, 03-24-2009; 77 pages) and insert revised subchapter 1 FAM 270 (77 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-225, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/BPC/EAP)